

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Program Support Center

EXTRAMURAL TRAINING AGREEMENT

- A. I understand that Department of Health and Human Services (DHHS) policy prohibits acceptance of contributions to salary, from whatever source, by active-duty officers, unless the contributions are accepted to the benefit of the Government and are deposited to the Miscellaneous Receipts of the Treasury of the United States. Further, with regard to the training I am to receive, I have read and agree to the following:

I voluntarily agree to serve on active duty with the Public Health Service (PHS) Commissioned Corps for any period of DHHS-supported extramural training as follows:

Period of Training	Period of Training	Active-Duty Obligation Period
<i>Full Time*</i>	<i>Part Time**</i>	
30 days or less	70 hours or less	None
Over 30 days but less than 3 months	Over 70 hours but less than 210 hours	6 months
3 months or more	210 hours or more	Twice the period of full-time training

* A full-time curriculum approximates 70 hours attendance during a 30-day period.

** For part-time training: Days obligated = $\frac{\text{total hours of training} \times 2}{2.33}$

My active-duty obligation shall commence immediately upon cessation of my participation in the training program. Failure to fulfill my active-duty obligation shall subject me to the penalties set forth in Paragraph B below. (See INSTRUCTION 3, Subchapter CC25.2, of the Commissioned Corps Personnel Manual.)

- B. I understand that if I fail to complete an active-duty obligation with the PHS Commissioned Corps incurred as a result of my extramural training as set forth in Paragraph A, above, I shall be obligated to pay DHHS an amount equal to two (2) times the total amount of the tuition, fees, and other training expenses, and two (2) times any compensation (to include but not limited to pay, allowances, special pays, travel, transportation and shipment of household goods) received by me or paid on my behalf in connection with the training. Under Department of the Treasury regulations, late charges may be assessed for payments made after the due date on amounts owed to the U.S. Government. Furthermore, I understand that if I fail to fulfill an active-duty obligation incurred pursuant to my participation in training under this agreement, DHHS will deny lump-sum payment of unused annual leave to my credit; divest me of any entitlements to travel and transportation allowances and travel time which are otherwise authorized in connection with separation from the PHS Commissioned Corps; withhold my final pay and allowances to satisfy any indebtedness to the Government; and deny my request for a commission in the inactive reserve.

State field of study or specialty:

NAME (Typed) (Last) (First) (MI)

SIGNATURE (In Ink)

DATE